

**REQUEST FOR APPLICATIONS: APPROVED SUPPLIERS LIST 2026/28**

<b>Tender Reference:</b>	CONCERN/SOM/001/MARCH/2026 – APPROVED SUPPLIERS LIST
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Concern Worldwide is an international humanitarian non-governmental organisation dedicated to the elimination of extreme poverty and the reduction of suffering, primarily in fragile countries. Concern Worldwide has been operating in Somalia since 1986. Concern currently implements programmes across various regions of the country.

Concern Worldwide procures substantial quantities of goods and services for the implementation of its programmes in the country. As an organisation accountable for donor funds, Concern is committed to the highest standards of transparency and accountability in all procurement activities.

In line with these principles, the organisation has adopted an open and competitive process to identify reputable, competent, and financially sound suppliers. The objective is to establish a pool of approved suppliers capable of delivering goods and services that meet required quality standards, offer competitive pricing, and adhere to ethical sourcing practices.

Suppliers included in the approved list are eligible to participate in procurement processes, such as Requests for Quotation (RFQs), issued by Concern Worldwide within its respective operational areas. However, inclusion of the Approved Suppliers List does not guarantee the award of contracts. Rather, it indicates that the supplier has met the minimum eligibility and qualification requirements to participate in procurement opportunities issued by Concern.

Concern Worldwide follows procurement practices that emphasize a balanced evaluation of supplier offers. While price competitiveness is an important consideration, procurement decisions also take into account other factors such as the quality of goods or services, delivery timelines, reliability, environmental and sustainability considerations, compliance with specifications and overall value for money.

The Approved Suppliers List is a living document that is periodically reviewed and updated to reflect changes in operational needs, supplier performance and market conditions. New suppliers may be added through periodic approved list exercises, while existing suppliers may be removed or suspended if they fail to meet performance expectations, violate Concern’s policies, or become non-compliant with legal or ethical standards.

Interested suppliers are invited to submit an Expression of Interest (EOI) for approved suppliers list under the categories of goods and services/works listed below.

Name of Company	
Company Address	
Email Address	
Telephone	
Contact Person and Title	
Parent Company (if applicable)	
Type of Company (Limited, Partnership etc.)	

Nature of Business (Agent, Distributor etc.)						
Years in Operation						
Select Your Favorite Business Location(s)	<b>Location</b>	<b>Tick</b>	<b>Location</b>	<b>Tick</b>	<b>Location</b>	<b>Tick</b>
	Mogadishu	<input type="checkbox"/>	Hudur	<input type="checkbox"/>	Bardhere	<input type="checkbox"/>
	Afgoye	<input type="checkbox"/>	Galkayo	<input type="checkbox"/>	Belet-Hawa	<input type="checkbox"/>
	Walaweyn	<input type="checkbox"/>	Kismayo	<input type="checkbox"/>		
	Baidoa	<input type="checkbox"/>	Dolow	<input type="checkbox"/>		

Please select **three (3)** of your main specialized categories of **supplies of Goods and provision of Services or Works** from the list below. You are only allowed to select a maximum of **three categories**. Choosing more than **three categories** will lead to disqualification. Include all necessary support documents for the Categories you have selected.

Category Ref.#	Category	Location <i>(please specify here the preferred business location as included in the table above)</i>
<b>Supply of Goods</b>		
CWW/26-28/01	Design and supply of branded promotional materials, books, letterheads, forms, banners, flyers and related materials	
CWW/26-28/02	Supply & Delivery of farm inputs – fertilizers, seeds/seedlings, irrigation supplies, farming tools	
CWW/26-28/03	Supply of Office Furniture, Fittings, Equipment and Accessories	
CWW/26-28/04	Supply of First aid kits and supplies	
CWW/26-28/05	Supply, installation and maintenance of firefighting equipment, trainings & drills	
CWW/26-28/06	Supply & Delivery of ICT equipment- computers, UPSs, printers, scanners, photocopiers, telephones, Mobile handsets, Toners, Cartridges and Accessories	
CWW/26-28/07	Supply & Delivery of motor vehicle, generator, motorcycles, generator spares, tyres, batteries, consumables and related accessories	
CWW/26-28/08	Supply of hardware and building materials - general hardware, electrical, plumbing, timber products, engineering tools & equipment	
CWW/26-28/09	Supply of Non-Food Items and hygiene kits	
CWW/26-28/10	Supply & Delivery of communication equipment	
CWW/26-28/11	Supply and installation of solar power systems and electrical fittings	
CWW/26-28/12	Supply and delivery of sports equipment & materials	
CWW/26-28/13	Provision of maintenance services for printers, computers, projectors, photocopiers, telephones, PABX, IT and accessories	

CWW/26-28/14	Provision of printing/photocopying services	
CWW/26-28/15	Provision of security solutions/CCTV – installation and maintenance	
CWW/26-28/16	Provision and installation of office internet, fibre optic, satellite, etc	
CWW/26-28/17	Provision, supply of ICT network materials & infrastructure services	
CWW/26-28/18	Provision of general maintenance services: plumbing, painting, renovations, carpentry, electricity, etc	
CWW/26-28/19	Provision of garbage disposal services	
CWW/26-28/20	Provision of hotel accommodation and conference facilities	
CWW/26-28/21	Provision of outside catering services	
CWW/26-28/22	Provision of generator maintenance and repair services	
CWW/26-28/23	Supply, installation and maintenance of air conditioners, washing machines, fridges, cookers and household appliances	
CWW/26-28/24	Provision of import/export clearing, forwarding services and handling services	
CWW/26-28/25	Socialist in borehole drilling and shallow well works, installation of water pumps, elevated water tanks, etc	
CWW/26-28/26	Construction/Masonry and associated building works	
CWW/26-28/27	Water trucking services	
CWW/26-28/28	Fumigation and pest control services	
CWW/26-28/29	Consultancy - Hydro geological survey	
CWW/26-28/30	Media production services (TV, Radio, provision of photography and videography, web advert, etc)	
CWW/26-28/31	Document translation services	
CWW/26-28/32	Tailoring services	
CWW/26-28/33	Provision of security and escort services	
CWW/26-28/34	Technical and Vocational Education Training (TVET) Specialist	
CWW/26-28/35	Provision of utility services (water and electricity)	

Please list any relevant contracts you have been awarded or have implemented with National or International Aid Organizations and/or UN agencies. This must be in line with the categories you are applying for.

Organisation	Contract Value	Year	Goods/Services Supplied	Location

Your submission must include the following documentations so please use the list below as a ‘Checklist’ before submitting your response to Concern Worldwide.

No.	Description	Provided Yes/No
1.	Comprehensive Company Profile	
2.	Valid Registration Certificate from Ministry of Public Works (Federal/State Level)	
3.	Valid Business Registration Certificate Ministry of Commerce or Trade License from Relevant Authorities	
4.	Valid Tax Compliance Certificate	
5.	Original Bank Statement	
6.	Previous Relevant Experience	

Please note that Concern Worldwide’s Procurement Committee may conduct on-site visits to the physical locations of successful suppliers for verification purposes.

Please confirm your acceptance to Concern’s payment terms which is within 30 working days after submission of an invoice?

Yes

No

Withholding Tax Deduction – The Federal Government of Somalia has introduced a withholding tax of five percent (5%), which shall be deducted from all payments made to suppliers contracted by Concern Worldwide, on behalf of the Federal or respective State Governments, in accordance with applicable tax regulations – some State Governments may apply different rates. Please confirm your agreement to withholding tax deduction.

Yes

No

Concern shall not be liable for or require to pay any costs, expenses or losses that may be incurred by the vendor in the preparation of their pre-approved documents.

All documents and correspondences related to this approved suppliers’ list should be submitted in English

Concern Code of Conduct (CoC) and Associated Policies – Concern Worldwide requires all suppliers to fully respect and comply with its CoC and Associated Policies. By submitting an Expression of Interest (EOI) or entering into any contractual arrangement with Concern, suppliers confirm their understanding of

and commitment to adhere to this Code of Conduct in all activities related to the provision of goods and services which include:

- Employment is freely chosen
- The rights of staff to freedom of association and to collective bargaining are respected
- Working conditions are safe and hygienic
- No exploitation of children is tolerated
- Wages paid are adequate to cover the cost of reasonable living
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment of staff is tolerated

Environmental Standards

Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to environmental impact of their business. Areas which should be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Completed application should be submitted by or before 14<sup>th</sup> April 2026 at 11:59PM to this email address: [tenders.somalia@concern.net](mailto:tenders.somalia@concern.net) or hand delivery to the tender box at Concern reception in Mogadishu and Baidoa. For enquiries, please contact [mogadishu.logistics@concern.net](mailto:mogadishu.logistics@concern.net)

Vendors who do not provide the information and documents requested or fail to submit the application on or before the closing date will not be considered for the approved list.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Please validate the application form with ‘supplier company/firm stamp’)